Program Description/Textbook or Print Instructional Material

Vendor:__Thomson Learning/Course Technology_Web Address:__www.course.com_____

Title:___Guide to Managing and Maintaining Your PC Introductory _____ _____

Author:___Andrews_____ Copyright:__2003_____

ISBN:____0-619-18616-x___ Course/Content Area:__Vocational and Career Education; Information
                                      Technology Program; Computer Support Essentials

Intended Grade or Level: _____9-12_____   Readability Level:___7.2_____(Flesch-Kincaid)___

List Price:___54.95_____   Lowest Wholesale Price:_____41.00_____

All materials bid as of July 1, 2003 must be offered in an alternative format for students who require reading accommodations. A description of the levels of accommodation is included on p. 8-9 of this bid packet. The Kentucky Department of Education must receive a copy of the alternative format if the material is placed on the State Multiple List.

Level of Accomodations (Level One, Two or Three)_ Level Three_____

If Level Two or Three, please provide rationale for not meeting Level One Compliance__It is_not_financially feasible for our products to meet Level One at this time.

FEATURES

DISCLAIMER: The features of each book or program were developed by the publisher and do not reflect the opinion of the State Review Team, State Textbook Commission, nor of the Kentucky Department of Education.

Content
- Written expressly for the classroom or effective self-study, this title thoroughly covers the most up-to-date topics in the PC Repair industry, and helps computer users gain skills required to support and repair their own PCs.
- Written by an instructor expressly for use in the classroom or effective self-study
- Covers how a computer works, and how to maintain, troubleshoot, upgrade, and repair a PC
- Includes extensive pedagogical features, including review questions, hands-on exercises, and case projects which allow students to practice skills as they are learned

Student Experiences
- Teaches students how to support and repair PCs from the ground up—no experience is assumed or required

Assessment
The A+ Guide to Managing and Maintaining Your PC, Fourth Edition Introductory by best-selling author Jean Andrews is written expressly for the classroom or effective self-study. With a new chapter on Windows 2000 and coverage on the Linux operating system, this title thoroughly covers the most up-to-date topics in the PC Repair industry. This book helps computer users gain skills required to support and repair their own PC and also covers how a computer works, and how to maintain, troubleshoot, upgrade and repair a PC. This title also serves as an excellent resource for those interested in PC Repair and/or A+ certification.

<u>Organization</u>
1. Introducing Hardware
2. How Hardware and Software Work Together
3. Understanding the Boot Process and Command Line
4. Electricity and Power Supplies
5. The Motherboard
6. Understanding and Managing Memory should just say "Managing Memory"
7. Floppy Drives
8. Understanding and Installing Hard Drives
9. Optimizing and Protecting Hard Drives
10. Supporting I/O Devices
11. Multimedia Devices and Mass Storage
12. Supporting Windows 9x

<u>Resource Materials</u>
Gratis Items To Be Provided And Under What Conditions
Instructor's Resource Kit (0-619-18618-6) Free 1 per teacher

Available Ancillary Materials

RESEARCH DATA AND EVIDENCE OF EFFECTIVENESS

DISCLAIMER: The research data and evidence of effectiveness was provided by the publisher and does not reflect the opinion of the State Review Team, State Textbook Commission, nor the Kentucky Department of Education.

*NOTE: Please complete this section by indicating the research data and evidence of effectiveness or give a web site where the information is located. If there is no research data and evidence of effectiveness, please indicate **"not available"** in the space.*

Group V - Career/Technical Vocational/Practical Living Education Instructional Materials Evaluation Tool IT Computer Maintenance

Title: Guide to Managing and Maintaining Your PC	**Cost: $ 41.00**

Publisher: Thomson Learning/Course Technology

Item Evaluated: Textbook and Software

Copyright Date: 2003	**Evaluator: Jerry Walker**
Content Level: 9-12	**Date of Evaluation: 7/30/2003**

Level of Alternative Format	Level 1 – Full Compliance	Level 2 – Provisional Compliance	Level 3 – Marginal Compliance

This section completed by Exceptional Children Services

Overall Strengths and/or Weaknesses

Disclaimer: Comments on the strengths and/or weaknesses of each book, material or program were written by members of the State Textbook/Instructional Materials Review Team and reflect their opinions . They do not reflect the opinions of the State Textbook Commission nor the Kentucky Department of Education. In addition, the State Textbook/ Instructional Materials Review Team completed each evaluation form during the week of July 28-Aug. 1, 2003. In order to maintain the integrity of the of the review team's comments, editing was limited to spelling and punctuation.

Recommendations:
X Recommended by reviewers to State Textbook Commission
☐ Not recommended by reviewers to State Textbook Commission

Publisher's Explanation of Reviewer's Comments: By action of the State Textbook Commission, publishers are provided limited space, 150 words, to respond to what they may consider factual errors made by the reviewers in the evaluation.

Group V - Career/Technical
Vocational/Practical Living Education
Instructional Materials Evaluation Tool
IT Computer Maintenance

Title: Guide to Managing and Maintaining Your PC	Publisher: Thomson/Course Technology

Technology Management Summary Data:	20 possible points	_____17_____ points earned
Technology Management Comments:		

Technology Presentation/Interface Summary Data:	40 possible points	_____34_____ points earned
Technology Presentation/Interface Comments:		

Content Summary Data:	44 possible points	_____28_____ points earned
Content Comments:		

Instruction & Management Summary Data	52 possible points	_____51_____points earned
Instruction & Management Comments:		

Organization & Structure Summary Data	36 possible points	_____35_____ points earned
Organization & Structure Comments:		

Resource Material Summary Data	40 possible points	_____29_____points earned
Resource Material Comments:		

Group V - Career /Technical & Vocational/Practical Living
Electronic Instructional Media Review Form—A+ Guide to Managing and Maintaining Your PC—Thomson/CT
Stand Alone/Independent or Integrated Software for Computer Maintenance

Equipment (circle or change fill color)	Grade Level (circle or change fill color)	Audience (circle or change fill color)	Format (circle or change fill color)	Cost: Included with text	
Windows	Primary	Individual	Stand Alone/Independent	_____single copy	_____site license
Macintosh	Intermediate		**Integrated**		
CD-ROM	Middle	**Small Group**	Supplemental	_____network version	_____school version
DVD	**High**	**Large Group**	In lieu of basal test	____lab pack of ___ copies	**Online Support**
Sound					
Other					

If other, explain

Type of Software: Check all that apply	_____Simulation	_____Management	_____Interdisciplinary	_____Problem Solving	____Tutorial
	_____Exploratory	_____Creativity	**_____Drill and Practice**	_____Critical Thinking	_____Utility	**Tests—Other:**

Rating Scale:	3—Some of the time	1—None of the time
4—All or the time	2—Minimally	0— Not applicable

Management	Rating
Allows customizing for individual learning needs.	4
Allows students to exit and resume at a later time.	1
Keeps a students performance record, where needed.	4
Allows control of various aspects of the software (e.g., turning sound off).	4
Allows for printed reports.	4
Comments:	**Total 17**

Presentation/Interface	Rating
Presents material in an organized manner.	4
Has consistent, easy-to-use, on-screen instructions.	4
Has developmentally correct presentation format.	4
Adapts to different learning environments (learning styles/multiple intelligences, etc.)	3
Accessible for special needs students.	3
Runs smoothly, without long delays.	3
Presents easy-to-view text and graphics.	4
Presents easy-to-hear and understand sounds.	0
Avoids unnecessary screens, sounds, and graphics.	4
Provides immediate, appropriate feedback.	**4**
Comments:	**Total 34**

Content—IT Computer Maintenance	Rating
Career Focus/Employability Skills/Workplace Readiness Skills	2
Computer Hardware/Software Use & Operation	3
Computer Hardware/Software Problem Solving/Troubleshooting	3
Computer Hardware/Software Repair	3
Facilitation and Customer Service	1
System Operation	3
System Monitoring	3
System Maintenance	3
System Troubleshooting	3
Help Desk Skills	1
Computer Hardware/Software Installation	3
Comments: This text is good for those who plan on teaching an introductory A+ course and would be appropriate for a one semester course in A+.	**Total 28**

Rating Scale:	2—Minimally
4—All or the time	1—None of the time
3—Some of the time	0— Not applicable

Instruction and Assessment	Rating
Identifies a Sense of Purpose	4
Builds on Student Ideals	4
Engages Students	4
Develops Computer Maintenance Ideas	4
Promotes Student Thinking	4
Assesses Student Progress	4
Enhances The Learning Environment	4
Reading level is appropriate for interest and ability level of intended student group; level remains consistent throughout.	4
Commonwealth Accountability Testing System (CATS) "like" Assessment is provided	4
Variety of Assessments (diagnostic, formative, summative, open response, multiple choice, individual, small group, oral, demonstrations, presentations, self and peer performance, portfolio prompts) is included.	3
Includes activities and opportunities for integration of technology.	4
Reflects researched-based practices (e.g. hands-on activities, technology, problem-solving situations)	4
Differentiation techniques and activities suggested.	4
Comments:	**Total** **51**

Rating Scale:	3 – Some potential for learning	1 - Not present
4 – High potential for learning	2 – Little potential for learning	0 – Not applicable

Organization and Structure	Rating
Organization is logical and allows for spiraling of content.	4
Vocabulary and key terms are clearly defined and easily accessible within each lesson.	4
Visual illustrations (e.g. graphs, charts, models) and examples are clearly presented and content-related.	4
Illustrations and language reflect diversity (e.g. racial, ethnic, cultural, age, gender, disabilities).	3
Legible type, length of lines, spacing, and page layout and width of margins contribute to overall appearance and use.	4
Student materials seem durable and conducive to daily use.	4
Includes sufficient glossary, index and appendices.	4
Employs accurate grammar and spelling	4
Organization of material can be effectively used with Standards Based Units, Core Content and Program of Studies.	4
Comments:	**Total 35**

Resource Materials	Rating
Teacher materials coordinate easily with student materials (e.g. additional resources included at point of need, student pages shown, integration of technology indicated)	4
Activities are included that adapt to the various learning styles, intelligences, and interest/ability levels.	4
Extension activities including adaptations and accommodations for students with special needs.	2
Resources provide objectives, background information, common student errors, hints, advice for lesson implementation and real-world connections, connections with career and/technology and references (e.g. solution manuals, study guides)	2
Suggestions are made for integration of themes and /or interdisciplinary instruction.	2
Integration opportunities suggested and examples given.	2
Teacher resources are available online.	4
Online resources available – Repeat of information in text.	4
Online resources available – Practice skills only.	4
Online resources available – New application materials.	1
Comments:	**Total 29**

Rating Scale:	2—Minimally
4—All or the time	1—None of the time
3—Some of the time	0— Not applicable